
Ushers Committee

Scope: Greet and seat worship attendees and take up the offerings.

Purpose:

To be responsible for the assurance of a cordial and orderly greeting, seating, and comfort of attendees for each church service. To be responsible for assuring responsiveness to the needs and comfort of attendees during the church service. To develop and maintain procedures for the ushering responsibility, provide training as needed for regular and special church events and services. To receive offerings, be alert to the needs of persons conducting the services and help maintain order and adherence to policies.

Membership:

Composed of six regular members nominated by the Nominating Committee and elected by the church for three-year terms which begin in January annually. The committee schedules a number of usher volunteers sufficient to meet church ushering responsibilities. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The committee must motivate others to assist with ushering. The Committee Chair serves as a member of the Church Council.

Duties:

1. Collect offerings, distribute and collect bulletins and other material or information as may be required during the church service.
2. Aid persons arriving after the service has begun, assist persons outside the sanctuary during the service and coordinate response to emergencies. Help Maintain order during the service.
3. Regularly monitor the performance of the ushers and provide support, suggestions, or additional training.
4. Annually recruit and provide necessary training for lead ushers.
5. Be aware of changes in the order of worship or other variables which would indicate a need to change aspects related to usher service.
6. Assist lead ushers with the recruitment and training of ushers as needed.
7. Assure that ushers are available for special events and services.

8. Keep the Lead Pastor, Minister of Music, and other appropriate personnel advised of any information relative to the efficient service of ushers.
9. Meet as often as needed to accomplish the committee's purpose.
10. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.
11. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.